Child Care Achieving Stabilization Grant Program (CCASP)/ ARPA

As of November 12, 2021

Frequently Asked Questions (FAQ) *

*FAQs are subject to change and reinterpretation based on input from ACF/OCC and other regulatory parties. In addition, corrections will be made for errors, omissions and changes as needed.

==All NEW FAQs are highlighted in YELLOW==

General Information

1. **Where do I go for help and what is the process?**
    Send your inquiries to eccp@dhhs.nh.gov or use the support button in NHCIS. PLEASE DO NOT send queries to other emails or places since multiple copies of the same question slows down response time for everyone.
2. **What is the time frame for this grant, starting to end?**
    Your time frame begins the date you sign the award acceptance agreement and ends on September 30, 2023.
3. **When will the application be live on NH Connections?**
    The Letter of Intent, Part One of the application is available at
    https://www.surveymonkey.com/r/N9QM859
    The NH Connections Information System Application Tile, Part Two of the application process is live on your program profile as a the ARPA tile. A template is available at https://www.nh-connections.org/uploads/2021/08/ARPA-CCASP-Application-Template.pdf
    For more information, go to https://www.nh-connections.org/covid-19/financial-resources/
4. **Who should I contact if I cannot access NHCIS?**
    Please use the SUPPORT button on NH Connections log in page:
    https://nhpublichealth.force.com/nhccis/s/login/?ec=302&startURL=%2Fnhccis%2Fs%2F
5. **I cannot press submit on my Help Desk Support Ticket. Why is this happening?**
    Please make sure you are using NHCIS in Google Chrome or Firefox, the site is not compatible with Internet Explorer as a web browser. If you are still not able to submit, please email eccp@dhhs.nh.gov for assistance.
6. **What is the Catalog of Federal Domestic Assistance (CFDA) Number for ARPA?**

    93.575

7. **Who do I contact with grant application/ intent to apply support needs?**
    Please email Eccp@dhhs.nh.gov

Eligibility

8. **Are summer camps eligible to apply for this round of funding?**
    No, summer camps are not eligible to apply unless they are open throughout the school year as well. Just being open during vacations and summer months does not qualify.
9. **Do I need to be an open program to apply?**

You need to be open or planning to reopen by the beginning of the 2021 school year in order to apply for this funding.

If you have specific questions regarding your individual program's opening date, please email eccp@dhhs.nh.gov.

10. **Are before and after school programs for elementary aged children eligible?**

    Yes, licensed before and after school programs are eligible. License exempt facilities that are enrolled in the NH Child Care Scholarship Program are also eligible.

    If you need to enroll in the New Hampshire Child Care Scholarship Program please contact Marlene Burton at Marlene.M.Burton@dhhs.nh.gov or 603-271-4228.

11. **I noticed in my award letter that I must maintain a quarterly update of my program profile on the NH Connections Information System (NHCIS). What information do I need to update in the program profile?**

    An updated program profile contains accurate contact information, updated availability, hours of operation, tuition rates, ages served and capacity, and other information such as types of financial assistance, environment, etc. Please contact Child Care Aware of NH at ccrr@snhs.org using the Subject Line "Program Profile Update Help" if you need assistance with your program updates or use the SUPPORT button on the NH Connections login page to submit a help desk ticket.

Application Process

12. **Where is the letter of intent located?**

    The letter of intent is located here: https://www.nh-connections.org/covid-19/financial-resources/ under both, "Latest Updates" and "ARPA".

13. **Where is a blank copy of the CCASP/ARPA application located on NH Connections?**

    A copy of the CCASP/ARPA application can be found here: https://www.nh-connections.org/covid-19/financial-resources/. A direct link to the document can be found here: https://www.nh-connections.org/uploads/2021/08/ARPA-CCASP-Application-Template.pdf

14. **Can I start my application and go back later to finish it? What if I submit and realize a mistake later?**

    Yes, application is available until you press "submit" at which time it is locked and will not allow further editing. If you realize you forgot something or need to make an edit. Please email us at eccp@dhh.nh.gov and tell us the nature of the change. We have two options to change it internally or to release the application back to you. Together we can make this decision to ensure the information is accurate and complete.

15. **If information that is auto-filled is incorrect on the application (information that providers cannot edit), what is the best way to make sure it is corrected? Contacting the ECCP email or creating a support ticket?**

    Please submit a Help Desk Ticket by clicking the Support button on NHCIS at The Bureau of Child Development and Head Start Collaboration. When completing this ticket please make sure to put as much detail in the description as possible so we can do our best to assist you with your application.

16. **Does a program need to have been opened a certain amount of time prior to applying for the grant? (ex. A program that is just getting started, are they eligible to apply?)**

    A new provider is eligible to apply as long as they are a licensed or licensed exempt DHHS enrolled to accept children receiving child care scholarship at the time of application.

17. **Who do I email if I have a question about my vendor number?**
    Please email: prch.web@das.nh.gov

18. **Where do I apply for / update my vendor number?**
    Please visit this link for vendor support:
    https://das.nh.gov/purchasing/vendorregistration/(S(0lkaeojmf34cq355zusymzii))/welcome.aspx

19. **If we are a multi-site or have more than one center, do we need to fill out multiple applications?**
    Yes, an application needs to be completed by each individual program.

20. **I am receiving a blue circle on the page when I am trying to complete my grant application. What should I do?**
    We brought this to the attention of our IT support department. This problem is due to applicants putting decimal points into their answers on page four of the application (Monthly Operating Expenses). Please do not input decimal points in your answers. Remember, answers that require decimals will be auto populated as a decimal for example, if you are intending to input $200.00 please write "200").

21. **If we are licensed child care program and a night time program, do we apply separately for each license piece or under one application?**
    If the two programs are under one license, only complete one application to include all costs associated with both programs.

22. **Will we be sending a letter of intent for each program license? We are a multi-site program?**

23. Yes, a letter of intent needs to be completed by each individual program. If you are not seeing each program site on your GRANTS tile, please submit a Help-Desk Ticket explaining this issue.

24. **I have a learning center that goes year round, and a preschool program that goes during the school year. Is that going to be 2 different letters of intent and applications?**
    If the programs are under one license, you will only submit one letter of intent and one application. If the programs are under separate licenses, a letter of intent and application need to be completed by each individual program.

25. **As a program administrator, do I need to have a completed background check to be able to access the program tile in NHCIS?**
    Yes, you must complete your background check. If you have any questions about this, please contact the Child Care Licensing at Mychelle.L.Brown@dhhs.nh.gov

Application Data including Operating Expenses

26. **Where can I find my licensed/license exempt capacity?**
    Licensed programs: you can find this on your child care license
    License Exempt facilities: defined by your regulatory agency (fire department, zoning, etc.)
    Note: Capacity for License Exempt Family, Friend and Neighbor (FFN) is 3

27. **What do I put in the line for a resource id number if we are not enrolled in the scholarship program and do not intend to be?**

    First, you must be either licensed or enrolled in the license-exempt program to apply. So I am assuming you are a licensed program. You should put 0 in the field if not applicable. If you are licensed and not enrolled in the scholarship program it will not affect your award.

28. **I am a program administrator completing our application. Will our Director be able to see the information I enter, especially the financial data?**

    Yes, the application is accessible through the program profile and therefore anyone with access to the profile will be able to see the application. This, in most cases, is limited to the Director and a program administrator when it has been requested.

29. **Will there be more detail on what operating expenses you will consider to calculate our base award amount?**

    Yes, with the template, in the actual application form, in FAQs and on the informational webinars. We are also offering weekly ARPA Office Hours. Please see NH Connections for more information.

30. **Is depreciation allowed as an operating expense?**

    No, unfortunately it is not.

31. **Are real estate taxes, accounting fees, and legal fees allowable operating expenses?**

    Please see the following document regarding allowable expenses: https://www.nh-connections.org/uploads/2021/09/ARPA-CCASP-Allowable-Uses-Chart-as-of-9-10-21.pdf
    We have reached out to OCC for further guidance for these specific expenses and will update the FAQ as needed.

32. **How do we calculate the hourly rate for employees? Should it include the Social Security, FICA, etc.?**

    The staff wages are calculated on the actual hourly rate e.g.$12 an hour. Under benefits you would put the other employer related expenses such as the employer portion of the Social Security, FICA, health insurance, etc. Again this is only the portion paid by the employer, not the portion deducted from the employee's paycheck.

33. **Do paid vacations/holidays qualify for staff benefits or just health care?**

    Yes. Please see "Do you offer benefits for your child care staff?" question on the ARPA grant application and choose from the provided options.

34. **Should the payroll amount be based on typical staffing levels, current staffing levels (with not full staffing) or desired staffing levels (if could find enough staff)?**

    Full staffing levels that you need to operate your program at your ideal capacity. (e.g., if your desired capacity is 80 children, how many staff do you need depending on the children's ages and group sizes).

35. **One benefit not mentioned is a discount for child care for employees who work at the facility. Should the cost of this benefit be included in the benefits expense line?**

    Yes

36. **The worksheet asks for number of Full Time Equivalents. Does payroll include all employees involved in child care such as part time employees?**

The application has a section in which you can list the number of full time and the number of part time Direct Care Staff. You would include the payroll for all of the direct care staff in the Operating Expenses Payroll.

37. **The Allowable Usage Chart mentions: "no use of funds toward direct care services". Can you explain what this means?**

    Direct care services means you cannot use the funds to pay for children's child care tuition. Please find this chart here: https://www.nh-connections.org/uploads/2021/09/ARPA-CCASP-Allowable-Uses-Chart-as-of-9-10-21.pdf

38. **We have lots of supporting staff roles that aren't necessarily classified as childcare staff but make our program as comprehensive as it is - housekeeping, swim instructors as all kids 3+ get a weekly swim lesson, preschool gym teacher, etc. Can we use ARPA funds to provide a sign on bonus to these roles that support our childcare programs?**

    Yes, you can use funds for these roles listed if they are working with the child care for these times. For example, if your swim teacher is teaching the children in child care 50% of the time and 50% of the time the teacher is teaching other ages (adults, etc.) you will have to allocate your funds to the time spent with only the child care. However, if this is for a bonus to hire these positions you can use these funds to hire a swim teacher/ gym teacher with a onetime signing bonus if they will be working with the childcare some of the time.

39. **Do credential applications count as other personnel costs?**

    Yes, that is a great example of other personnel costs.

40. **In the case of a nonprofit renting its facility from a benefactor/owner, the rent would include in-kind expenses to offset the in-kind income. Should the rent total include the in-kind offset as well as the cash outlay of rent?**

    No, the in-kind portion is not included the rent total expense since it requires no cash outlay.

41. **The operating expense worksheet refers to liability insurance under facility. This is an operating expense and not a facility expense. If this is to be included, would workman's comp insurance be included as well?**

    The federal guidance grouped utilities, insurance and maintenance under *Facility Expenses.* Yes, please include workers' compensation insurance in that category.

42. **Can you include indirect fees, administrative fees and overhead allocation in the operating expenses? Overhead payroll costs in our program include office managers, support staff such as development personnel and executive management. The child care program is one of several programs at the facility. While the overhead payroll costs should not be wholly included, should a portion of those costs be applied to the payroll costs of the program?**

    Yes, the costs you have listed, especially the overhead costs, can be included under additional expenses in the operating budget. The guidance at this time is to use reasonable rates that comply with standard accounting practices. In other words, please make sure your costs are not disproportionate to your other monthly operating expenses.

43. **If I have 1 classroom but serves 2 separate groups of children do I add in 2 classrooms for that 1 space? EX M/W/F children and separate T/TH group of children?**

    Consider this one classroom since it reflects a room that is in use as one classroom 5 days a week, despite serving two different groups of children.

44. **Is our virtual classroom counted as a regular classroom and can we include those staff?**
   Absolutely, think of your virtual classroom as a regular classroom and count it as such. This will be especially helpful as we move into the fall where more virtual classrooms may become a necessity again.

45. **If my school age program is open yet (school –age opening in the Fall) do I estimate my expense from years past?**
   You should think about your past expenses and what you foresee going forward – these are average monthly expenses at your ideal capacity and fully staffed.

46. **Our site is closed for summer but will open in the fall. Do I answer closed and opening in fall?**
   Please choose "Seasonally closed" and indicate your reason for closing and reopening date.

47. **Our hours of operation are 6:00 am - 7:00 pm Monday- Friday. Do the hours of 6:00-7:00 am and 6:00-7:00 pm qualify as non-traditional hours?**
   You are eligible for the non-traditional incentive add-on if you are offering care after 6:00 PM and/or before 6:30 AM. If you are offering child care on weekends, regardless of the hours, it is considered non-traditional and makes you eligible for the incentive add-on as well. If you are already offering non-traditional hours (by this definition) you are immediately eligible for the incentive add-on.
   If you are adding additional hours that require changes in your child care license licensed, please reach out to NH Child Care Licensing to determine if you need a modified or additional license. If you are license-exempt, please reach out to Marlene Burton at marlene.burton@dhhs.nh.gov for additional information

48. **If I am an after school program and my hours of operation are staggered for before/after school, how do I complete the hours or operation section? (E.g., we do both before and after school M-F 6:30 to 8:30am and 2:30 to 6pm how do we put that in the application?)**
   Please input the earliest time you are open and the latest time you close. In the example above you would input, 6:30am open- 6:00pm close.

49. **For the question "do you offer benefits for your childcare staff?" Are we answering this for all staff or just our full time staff?**
   This question applies to all of your staff regardless of their schedule and their title/role. If you provide benefits to only some of your staff, indicate that yes you do provide benefits.

50. **Will there be a detailed list of operating expenses or just what our accountant gives us in a Profit and Loss?**
   There will be general headings that you will need to plug your numbers into. The template for the average monthly operating expenses is available at https://www.nh-connections.org/covid-19/financial-resources/

51. **Can I use the money to pay my staff if closed due to Covid?**
   Yes, you can!

52. **Can I use some of the award money to add another bathroom to my program for children?**
   Yes, this is considered a renovation and can be paid for with ARPA funds.

53. **Can I use some of the award money to add another sink to a bathroom in my center?**
   Yes, this is considered a minor renovation and can be paid for with ARPA funds.

54. **Can the award be used for gift cards/gifts for staff which wouldn't count towards income levels?**

UPDATE: The Office of Child Care changed their guidance regarding gift cards. Programs/ providers can purchase gift cards as staff incentive (can count towards 25% staff requirement). Please consult with your tax advisor to verify whether or not this purchase is taxable income since this is a gift versus pay.

55. **Can we use some of the funds to purchase apparel for staff in our program with our center logo on it?**

Yes, this can be included in your use of funds. However, this cannot count towards the required 25% for staff, this cost would go under goods and services.

56. **Can we use some of the award money to repair the lighting in our program?**

Yes, this is considered a facility repair.

57. **I submitted the Letter of Intent, but I wasn't sure exactly what to include as far as monthly expenses. I have not been taking a paycheck. Under expenses I included my staff paycheck and regular monthly expenses, but should I have also added in a paycheck for me even though I haven't been able to take one since COVID.**

Firsts of all, the financial information you put on the LOI is not the final opportunity for you to put in your expenses and will not be used for calculating your actual award. On the LOI it was to give us some preliminary numbers to work with on award calculations.

As for your question, you will include your paycheck and related expenses when you do the average monthly operating expenses because you are submitting what it takes to operate your program at ideal capacity and fully staffed – you are a key member of that staff! If you have specific questions relating to your program operations please email eccp@dhhs.nh.gov or join our weekly office support hours.

58. **How long do we need to commit to free childcare for staff?**

Through September 30, 2022.

59. **We are in the process of hiring a staff member with a step daughter, her and her fiancé are due to get married this fall and we were wondering if her step daughter would be eligible for the free child care for staff.**

Yes, step-children are eligible for this incentive. Remember, in order to be eligible for the free child care for staff incentive, it needs to be offered to all staff on or before the date of award acceptance through September 30, 2022.

60. **My child care program is part of a larger organization. Do I need to offer free child care for all organization employees or just the employees who work directly in our child care program?**

You only need to offer free child care to the employees of the child care program.

61. **Do all staff including High School students need to be included in the registry? Where can I confirm which of my employees have completed this activity.**
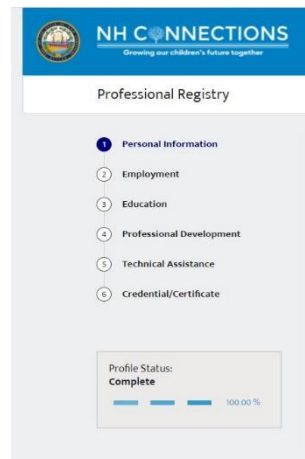
Any staff person required to have a background check must be in the registry. Your staff must provide you documentation that they are in the registry. Documentation can include a printed version of their registry profile status (see image on the right). This can be found on NHCIS Professional Registry Dashboard

62. **Let's revisit the definition for the "average" or "current operating expenses" since many of you have questions about this topic.**

    We want you to think stabilization. So calculate the average monthly expenses it will take to operate your program at your ideal capacity with the staff you need. If you need help calculating your expenses, please email us at eccp@dhh.nh.gov and we will connect you with our technical support team.

Award Calculations plus Considerations

63. **Are the tiers based on currently enrolled children or licensed capacity?**

    The tiers are based on licensed capacity or your approved capacity if you are license-exempt

64. **Free tuition incentive: Is excess of 25% taxable income for the teacher/ employee? – I do not want to give my teachers a large tax expense.**

    This is really an IRS or tax professional question. Please reach out for professional advice on how to give this benefit and related tax implications.

65. **Can we wait until the base award is calculated before we apply for the incentives?**

    No, however, if you wait until the first review period closes we will know base award percentages based on program size and you can estimate your base award based on your program size.

66. **Once the award percentage and how many months the award will be based on is determined, how will the providers who have not applied be notified?**

    Once the award funding formula is completed it will be posted on NH Connections under COVID 19 →Financial Resources→ ARPA. All grant updates are posted on this page and it is important that providers continue to check this page frequently.

67. **Do we have to apply for incentives?**

    No, you do not need to apply for any incentives that you do not see fit. For example, if you do not think the tuition freeze incentive is going to be beneficial to your program but the Professional Registry is, then you do not have to apply for both incentives.

68. **Is the 25% staff pay requirement and other incentive requirements based off of the award base amount or the final award amount including awarded incentives?**

    This is based off of the original award amount.

69. **Is this grant award based on a percentage of our monthly operating expenses? Or, can we anticipate something that would cover multiple months?**

    You will be providing a snapshot of an average one month of operating expenses to run your program with your ideal full enrollment that is fully staffed. You can do a full year (since months vary in costs and then divide by 12 for the "average" expenses). The award is based on a percentage of your average monthly operating expenses.

70. **Can you explain the rationale for the tuition freeze and how long would that be for?**
    The tuition freeze would go through September 30, 2022 and was included to support the federal guidance which states, "To the extent possible, provide relief from copayments and tuition payments for families enrolled in the program, and prioritize relief for families struggling to make payments."

71. **My rate increase is contracted for the fall on August 30. Do I have to wait until after August 30 to apply for the grant to get the incentive freeze?**
    Yes, once this year's rate increase is implemented, you would have to freeze the rates until September 30, 2022.

72. **Are the awards based on current staff and current enrollment or what our full capacity should be?**
    Full desired capacity. The purpose of this grant is to stabilize your program long term.

73. **We are growing and our new (September) enrollment and our license number will increase. Do we base it on our past or our new number?**
    The award Tier you fit into will be the licensed capacity for your program on the day you apply. You may wish to wait to apply until you receive your new license capacity (this may also move you into another Tier).

74. **When does the tuition freeze start?**
    When you submit your application.

75. **Will the 25% for staff incentives include the employer portion of the FICA tax?**
    Check with your tax professional and we will also reach out to our federal partners.

76. **Can more than 25% of the award go towards staff incentives/ staff benefits?**
    Yes, a MINIMUM of 25% must be used for staff.

77. **Can free child care for staff be included in the 25%?**
    Update: This incentive cannot be included in the 25% because you cannot pay for direct care with ARPA funds. Please see the Allowable Uses Chart on NH Connections for further guidance.

78. **Can CRRSA funds be used to pay for free child care staff incentive?**
    We are waiting on guidance from OCC, we will update FAQ as soon as possible.

79. **If the grant is 40% and you use incentives does that mean you get the additional % on top of the base rate?**
    If you receive a base award that is 40% of your average monthly operating expenses and you apply for several incentives equaling an additional 10%, then you get 10% additional funding on the base award amount. Here is an example,

a. Average monthly operating expenses ($40,000) x.40 (40% of the $16,000) = $16,000 base award amount x .10 (10%) for additional incentives = $1,600 so your total award would be $17,600.

80. **If we complete an application and are awarded funds, are we required to accept them?**
You can decide not to accept the award in total, or to only accept a portion of the award or you can accept the award and decline the incentives. This is done at the time you receive and complete the award acceptance and agreement letter. If you want to take only a portion of your award, for example you are awarded $40,000 and you only need $20,000, you will need to reach out to us via email at eccp@dhhs.nh.gov . We can adjust the award amount. If you are not accepting the incentive % for free child care or the tuition freeze (if you selected that add-on in the original application) you will indicate that on your acceptance letter. More details will follow when we start sending out the award notifications.

81. **If I apply later in this process, will I miss out on funding?**
CCASP/ARPA is a rolling application process. This means funds will be available until exhausted or applications are no longer being submitted. A public notice will be posted 20 days before the application closes on the NH Connections website: https://www.nh-connections.org/covid-19/financial-resources/.

82. **I applied before the deadline for the second review period and I have not heard about my award yet, why is this?**
Award determination and notification will begin on the date noted in the document below. This does not mean you will automatically be notified on this day as some applications require further review. Please allow 7-9 business days from the date listed on the document below before reaching out if you have not yet received your award letter or heard from us via email for further application clarification.
For example, review period two notifications begin on 9.13.2021, please allow until 9.22.2021 to see your award letter on NHCIS or to be contacted via email for application clarification as needed. If you haven't heard by 9.22.2021, please email us at eccp@dhhs.nh.gov with your ARPA application number and program name.
Please see for more information: https://www.nh-connections.org/uploads/2021/09/ARPA-Child-Care-Achieving-Stabilization-Program-Funding-Formula-9-3-21.pdf

Using ARPA – CCASP Funds

83. **If we painted our child care space during COVID-19 Closure, can we pay for that with this money?**
Yes, that is considered an improvement/ repair to your program.

84. **If my roof is leaking, can I use this money to pay for the repair?**
Yes, that is considered an improvement/repair to your program. For specific program repair questions please email eccp@dhhs.nh.gov

85. **Can you use these funds to offset expenses recently incurred and paid? For example, I just repaired my playground gate, and also reimbursed my staff for professional development hours.**

   Yes, you can go back to March, 2020 and allocate some of your award funds for this purpose. Review ARPA Stabilization – CCASP Allowable Uses for Funds Chart on the NH Consumer website after July 26. We will also be including examples in upcoming webinars and updated FAQs.

86. **Under this grant, how can I apply for the funding to expand my center? Right now I have a home-based child care. I am looking to put a small addition on my home, which will allow me to expand to a Group Family Child Care Center.**

   Unfortunately, these funds cannot be used for expansion or new construction. Watch for potential opportunities in the ARPA Discretionary funds plan or additional resources that will be shared on the NH Connections website as available. ARPA: CCASP funds can only be used for repairs/improvements, not additions/expansions.

87. **Will this grant be treated in a similar way in both federal and state taxes? Will it be considered income?**

   Consult with your tax professional on when you should invoice and how the award will be reflected in your bookkeeping process.

88. **For employees that have children in care at our center, do we get to charge full tuition? Some of my employees now pay 50%, some no tuition, but lesser pay.**
   You would charge the full tuition in your expenses calculations. Again, you cannot use ARPA funds for this incentive.

89. **Will the state still pay child care scholarship for the staff at centers that provide free child care?**

   Please continue to bill the Child Care Scholarship Program if you have a staff person receiving state scholarship. You would be waving any parent portion – cost-share and co-pay.

90. **Can you review the eligible uses of the awards from Spring 2021? Are any funds available for capacity building (walls to make a temporary classroom permanent)?**

   The list of allowable costs will be available on the NH Connection's website by July 26. As for making a temporary classroom permanent we are asking for further clarification from our federal partners. We are hoping that it will fall under an improvement and not construction since it is in the same building footprint and not an addition.

Reporting and Accountability

91. **When we will need to do a final report?**
   The final report will be due by October13, 2023. Further guidance will be provided.

Invoicing and Payment

92. **Once notification of awards begins after August 23rd, what do you believe to be the timeline of invoicing and programs receiving payment?**

Please expect to receive your first payment within 25 days from invoice submission. Please note, we submit invoices weekly to fiscal for payment beginning the week of September 13, 2021.

93. **How will I receive my checks?**
Checks will be mailed to providers using the address listed on their vendor number account. If you are not sure what address is listed on your account you can check here: https://das.nh.gov/purchasing/vendorregistration/(S(e441iz45pjp2cv45fjywcn45))/alreadyregist ered.aspx . Remember, you do not need a new vendor number for CCASP/ARPA if you already have an established vendor number. You can change any information needed using the link above. Please email eccp@dhhs.nh.gov if you do make any changes to your vendor account, so that we can check with our fiscal department to see where your check is in the invoicing process. Any changes made after invoice submission may cause delay in receiving your check in the mail.

94. **Where will I find my grant award letter and invoices on NHCIS?**

When available, the grant award letter and invoices will be found on your NHCIS profile under The GRANTS tile.
Multisite programs will have access to individual application tiles for each program. Once you choose the program, the grant dashboard will appear. Here you will find all documents related to the program. Please see image for reference:
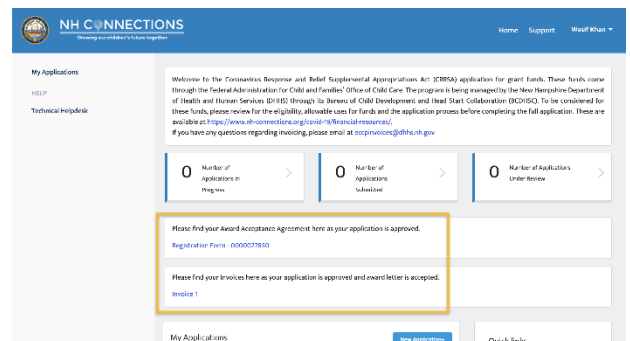
95. **When are the quarterly reports due and where do I find these reports?**
Please note that these reports will be made available on NHCIS.
- The first quarterly report for CCASP/ARPA will be due Friday, January 15, 2022. This will reflect activity that has occurred from the date that you signed your award letter through December 31, 2021.
- The second report will be due April 15, 2022 and this will reflect activity from January 1, 2021 through March 31, 2022.
- The third report will be due Friday July 15, 2022 and this will reflect activity from April 1, 2022 through June 30, 2022.
- The report will be due Friday October 14, 2022 and this will reflect activity from July 1, 2022 through September 30, 2022.
- Future quarterly and final report dates to be announced.

Family Child Care Programs

96. **What do I put for number of classrooms in my grant application?**
Please input "1" for number of classrooms in your grant application. You can pick the classroom age that best suits your program. The following question on the grant will allow you the

opportunity to expand on the number of children by age group in your program. See image below:

	Infants	Toddlers	Preschoolers	Kindergarteners	School Age (1st – 5th)	Total Classrooms Available
Open	0	0	1	0	0	1
Closed	0	0	0	0	0	0

Total Number of Classrooms, as of the date of application

	Infants	Toddlers	Preschoolers	Kindergarteners	School Age (1st – 5th)	Total Children Capacity/Enrolled
Licensed/ Identified Capacity	2	2	2	0	0	6
Enrollment	2	2	2	0	0	6
Waitlist	3	2	2	0	0	7

Total Number of Children, as of the date of application

97. **If you are a family child care provider working alone, how would you spend the 25% staff/benefits allocation?**
    You must allocate a minimum of 25% of the award to yourself. You could use this funding for health care benefits, Individual Retirement Account, etc. For further clarification, please consult your accountant or financial adviser.
    A family child care provider with one or more employees must meet the 25% requirement for employees with the option to include themselves in the 25% calculation. If you are in need of additional guidance please email eccp@dhhs.nh.gov.

98. **I waited to complete an application until after the Family Child Care Webinar on 8.25.2021. Am I now at a disadvantage because I waited to apply after the first review period closed?**
    No, this is a rolling grant. Waiting until the second review period will not change the amount you receive in the grant award.

99. **Where do I put my car cost if the car is used specifically for child care transportation?**
    Please put this information on the Monthly Operating Cost section of the application under Transportation.
    The OCC Information Memorandum regarding ARPA Stabilization grants specifies that transportation is an allowable cost. Based on this, providers are allowed to use funds to cover costs associated with using a vehicle for business purposes (including payments, repairs/ maintenance, gasoline costs based on the federal mileage guidelines of 56 cents per mile, the portion of vehicle insurance that correlates with the percentage of time the vehicle is used for child care purposes exclusively). Providers can only use the funds to cover costs associated with the **business** and should allocate costs accordingly.

100. **Can I include my college student who works for me as a staff member?**
    Yes you can include a college student.

101. **Are Family/Family Group and/or Tier 1 providers allowed to submit more than one invoice? Or do they have to take their award money all at once?**
    Tier 1 can only submit one invoice for the CCASP/ARPA Grant.

102. **Are we using tax information from last year or our current operating expenses to complete the financial information?**
    We suggest you look at your 2019 (Pre COVID-19) Schedule C for the most "normal" expenses. Also look at the changes COVID-19 has made in regards to your operating expenses. You will be

using the "average monthly operating expenses" for a quality program that is serving the optimum number of children you are authorized to serve in compliance with licensing or license-exempt rules.

103. **How do I incorporate my salary into my operating expenses?**

Please email eccp@dhhs.nh.gov for guidance.